

CITY of MARIETTA
Business License and Revenue Division
205 Lawrence St., Box 609, Marietta, Georgia 30061
Phone: (770) 794-5520 Fax: (770) 794-5685
Scott Everingham, Manager

For Office Use Only

Tax Cert. No. _____
Account No. _____
SIC Code _____
Zoning _____
Date _____

REASON FOR APPLICATION (Check One)

- ☐ New Business Started
☐ Existing Business Purchased _____ Date of Purchase (mo., day, yr.) _____
☐ Name Changed - Previous Name _____
☐ Location Changed - Previous Location _____

Location of Business _____
Number and Street (room, apt., or suite no.) City State Zip

Name of Business _____

Mailing Address _____
Number and Street (room, apt., or suite no.) City State Zip

Date business started at location (mo., day, year) _____ Federal Tax ID number _____

TYPE OF OWNERSHIP (Check One) ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Other (Specify) _____

Is principle business activity construction? ☐ Yes ☐ No Business telephone number _____

Legal name (Example: If incorporated, give name of corporation) _____

PLEASE FILL IN RESIDENTIAL INFORMATION:

☐ Owner ☐ Partner ☐ President ☐ Other (Specify) _____

Name	Number and Street (room, apt., or suite no.)	City	State	Zip	Phone
Social Security No. _____	Date of Birth _____	Driver's License No. & State _____			

☐ Owner ☐ Partner ☐ Vice President ☐ Other (Specify) _____

Name	Number and Street (room, apt., or suite no.)	City	State	Zip	Phone
Social Security No. _____	Date of Birth _____	Driver's License No. & State _____			

Detailed explanation of business activity to be conducted at location _____

Estimated Annual Gross Receipts (In the State of Georgia from this location) \$ _____ No. of Employees (Exclude Owners) _____

Construction Industry Licensing Board Card Number and Expiration date (If Applicable) _____

Are the owners United States citizens? ☐ Yes ☐ No (If no, please provide proof of alien registration.)

Does this business handle any toxic or hazardous wastes? ☐ Yes ☐ No

TO BE COMPLETED BY APPLICANT (Must be signed by owner, partner, or authorized officer of corporation):

I, _____, being duly sworn according to law, do swear that the facts stated by me in the above and foregoing answers are true and no false or fraudulent statement is made herein.

Date _____ Applicant's Signature _____

Any check submitted with this application will be deposited by the City of Marietta. However, the depositing of such check does not constitute the grant of a license and every license must follow the normal review process prior to a final determination on whether to grant or deny the license. Further, the submittal of an application does not entitle the applicant to engage in the business applied for. Only the final and complete issuance of the license constitutes authority to transact such business. applicrev2/9/01.doc

Only “Home-Based Businesses” must complete this form. Note this form is subject to approval by the Zoning Department and applicant must provide proof of residency.

ACKNOWLEDGEMENT

By affixing my signature below, I (print name) _____ hereby acknowledge and affirm that I have been provided a copy of the City of Marietta’s zoning standards as they apply to home occupational permits. I hereby agree to fully comply with said standards (as established in Section 712.04 of the City of Marietta Comprehensive Development Code), and if found in violation, understand that my business license may be revoked immediately in addition to other penalties under law.

Name of Business

Address of Business

Signature

Date

712.04

Home Occupations

A. Intent and Purpose.

Certain occupational uses termed “home occupations” are allowed in dwelling units on the basis that such uses are incidental to the use of the premises as a residence. They have special regulations that apply to ensure that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The regulations ensure that the accessory home occupation remains subordinate to the residential use and the residential viability of the dwelling is maintained. The regulations recognize that many types of jobs can be done in a home with little or no effect on the surrounding neighborhood and, as such, may be permitted provided such uses:

1. Are incidental to the use of the premises as a residence;
2. Are conducted within the bona fide residence of the principal practitioner;
3. Are compatible with residential uses;
4. Are limited in extent and do not detract from the residential character of the neighborhood.

B. Definition of Accessory Home Occupations.

There are two types of home occupations, Type A and Type B. Permit requirements and uses allowed in each type vary and are allowed only if they comply with all of the requirements of this ordinance. Deviation from any standard requires a variance approval from the Board of Zoning Appeals.

1. In Type A (limited) home occupations residents use their home as a place of work, home office or business mailing address. Employees or customers are prohibited from coming to the site. Examples include artists, crafts people, writers and consultants.
2. In Type B home occupations the resident uses their home for work which requires or results in either employees or customers coming to the site. Examples are counseling, tutoring, family daycare, and single-chair hair cutting and styling. Type B home occupations must obtain a Special Land Use

Permit from the City Council due to their greater possible impact on the surrounding neighborhood as a result of individuals and visitors from outside the neighborhood coming to the property.

C. General Provisions and Prohibited Uses.

All home occupations shall meet the following:

1. A home occupation shall be incidental and accessory to the use of a dwelling as a residence. No more than 25% of the floor space of the dwelling unit (including attached garages) may be used for the occupation.
2. There shall be no exterior evidence of the home occupation or alteration of the residence and/or accessory buildings to accommodate the home occupation. Internal or external changes which will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting. Any alteration or addition which expands the floor area of the principal structure dedicated to the home occupation use shall void the existing business license and require a new business license be obtained, subject to property compliance verification by the Department of Planning and Zoning. For Type B home occupations a new public hearing must be held for the rights associated with the Special Land Use Permit to be reestablished.
3. There shall be no outside operations or exterior storage of inventory or materials to be used in conjunction with a home occupation.
4. Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their personal vehicles at the location.
5. No article, product or service used or sold in connection with such activity shall be other than those normally found on the premises.
6. No more than one vehicle associated with the home occupation may be parked at the site. Such vehicle is limited to 1½ ton carrying capacity and must be used exclusively by the resident and parked on a valid improved surface.
7. No use or activity may create noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard.
8. All home occupations shall be subject to periodic inspections by the Department of Planning and Zoning.
9. Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chain saws and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.
10. Group instruction, assembly or activity shall be limited to five persons at one time (day care excluded).
11. Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.
12. The Department of Planning and Zoning must approve all business licenses which shall be recertified annually.

D. Specific Criteria for Type A Home Occupations.

In addition to the general criteria established in Subsection C, Type A home occupations are subject to the following restrictions:

1. No clients, non-resident employees or customers are allowed on the premises.
2. Pickups from and deliveries to the site in regard to the business shall be restricted to vehicles which have no more than two axles and shall be restricted to no more than two pickups or deliveries per day between the hours of 8 a.m. and 6 p.m.
3. No signage regarding the home occupation is permitted on the property.
4. No advertisement shall be placed in any media (including flyers soliciting business) containing the address of the property.